

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice is Current Until Rescinded

MANAGEMENT

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1 March 1977

NON-OFFICIAL PUBLICATION BY EMPLOYEES  
AND FORMER EMPLOYEES

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1. It is the policy of the Central Intelligence Agency that employees obtain approval for non-official publication of writings on subjects of official Agency interest as defined herein. Manuscripts are to be submitted through channels to the Deputy Director or Head of Independent Office of the employee concerned for determination as to whether the writing is of official interest and should be forwarded for review by the Publications Review Board (the "Board") under the criteria indicated below. Manuscripts of former employees submitted to the Agency for review pursuant to the terms of their secrecy agreements shall also be referred to the Board through the Office of General Counsel.

2. Employees shall submit writings intended for non-official publication to the Board for review prior to providing any notes, drafts, or manuscript to a publisher or other uncleared person. Speeches or other non-official oral presentations on matters of official Agency interest must be similarly submitted to the Board for review if scheduled or intended for publication by the employee or the sponsor of the presentation.

3. The Board consists of: Assistant to the Director, Chairman; Deputy to the Director for National Intelligence; Deputy Director for Intelligence; Director of Security; Chief, Central Cover Staff, DDO; and head of the employee or former employee's operating component. The Board will meet at least quarterly or more frequently at the call of the Chairman. The Board will attempt to complete its review of manuscripts within 30 days.

4. Subjects deemed to be of official Agency interest include, but are not limited to, current and former Agency activities, foreign intelligence and foreign political, economic, scientific, technical, military, sociological, and geographic matters, including foreign aspects of international terrorist activities and traffic in narcotics. Publication approval will be denied for any material containing information or intelligence properly classified pursuant to Executive Order

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11652 or which contains information relating to intelligence sources or methods. In addition, publication approval will be denied to current employees for any part of the employee's manuscript that could reasonably be expected to have an adverse impact on U.S. foreign relations, national defense, or security. Depending on the circumstances, the Board may request that the manuscript or portions thereof be reviewed by other members of the Intelligence Community.

5. Employees should submit five copies of a manuscript, routed to the following in sequence: (a) Head of operating component; (b) Deputy Director or Head of Independent Office; (c) Assistant to the Director (for Board review). In submitting a manuscript, the employee should be as specific as possible in indicating plans for publication, including name of the publication or publisher and the proposed date. The memorandum should also indicate the past and present cover status of the employee, if any, and plans for future use of cover. The employee will be identified as an employee of CIA unless this conflicts with security or cover considerations. Any revisions or editorial changes affecting the substance of the manuscript must be resubmitted to the Board. Unless the writing clearly does not concern a subject of official interest, the employee is responsible for ensuring that the material is published with a specific disclaimer to the effect that opinions and views expressed are the employee's own and do not necessarily reflect those of the Agency or the U.S. Government. A copy of the manuscript as it appears in print should be filed with the Board for its records. Former employees should submit manuscripts to the Office of General Counsel, which will transmit them to the Board for internal coordination and review.

6. The Board Chairman shall ensure that each member of the Board has reviewed one copy of the manuscript and returned it to the Chairman with a recommendation. If the Board unanimously decides that the manuscript is unobjectionable under the standards and criteria in paragraph 4 above, the Chairman will notify the employee through the Deputy Director and head of the operating component concerned. If any member of the Board objects to publication of the manuscript or any part thereof, the matter will be resolved at a Board meeting. Employees may appeal the Board's decision to the Deputy Director of Central Intelligence. Board approval for publication is valid for one year, after which time the request must be resubmitted.

7. The Office of General Counsel shall be the Agency point of contact for former employees who submit manuscripts for review. Information concerning manuscripts being written by former employees shall be referred to the General Counsel, who shall be responsible for contacting former employees, publishers, or attorneys, as appropriate, regarding

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Agency clearance procedures. The General Counsel shall submit to the Board all manuscripts received and convey to former employees the results of the Board's review. The Board, in reviewing manuscripts of former employees, shall identify and deny permission for publication that information or intelligence which (a) is properly classified, or which reveals intelligence sources or methods, (b) that was acquired by the former employee during the course of his employment and (c) which has not been placed in the public domain by the U.S. Government.

8. This notice supersedes those sections of [ ] which deal with publication of manuscripts. HR [ ] will be revised accordingly.

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E. H. Knoche  
Acting Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES